TO: CIRCUIT COURT CLERKS

The **FY07 TTF Budget Request System** is now available in COIN, and will be open for processing through August 31, 2006. All nine (9) options of the TTF Budget Request process must be completed by the August 31 deadline. No exceptions will be made for late budget requests.

The **FY07 TTF Budget Request and Reimbursement Manual** is an invaluable tool for navigating the TTF process in COIN. The manual is located on the Compensation Board website at http://www.scb.virginia.gov/docs/fy07ttfbr.pdf . It is recommended that you print and read the manual before attempting to begin the FY07 TTF Budget Request process. If you have questions regarding the TTF process in COIN, please first consult the manual. If after reading the manual, you still have questions regarding the FY07 TTF process, please contact Lisa Carson at lisa.carson@scb.virginia.gov or (804) 225-3443.

A few Key Points to Remember regarding the FY07 TTF Budget Request Process:

1. **Clerks NOT Currently Providing Secure Remote Access** – Only those Clerks who ARE NOT currently providing SRA to land records (on the date of the budget request) are eligible to request $1 funds in August 2006. $1 FUNDS NOT REQUESTED in August 2006 may be available for allocation to all Clerks as a mid-year budget amendment request with priority to those individual Clerks' offices whose deposits into the trust fund would not be sufficient to implement their modernization plan.

2. **Clerks Currently Providing Secure Remote Access** - Only those Clerks who ARE currently providing SRA to land records (on the date of the budget request) are eligible to use TTF for the Civil or Criminal Divisions of their court. Use Purpose Code F when making a Civil/Criminal request out of TTF.

3. **TTF is a Reimbursement System** – After the budget process is complete and funding is approved by the Compensation Board, you may seek REIMBURSEMENT for technology expenditures out of TTF in COIN just as you do your monthly expenditure reimbursements. TTF DOES NOT PREPAY

technology expenditures. TTF DOES NOT RETROACTIVELY REIMBURSE expenditures from a previous fiscal year.

4. **TTF is a Line-Item Budget Request and Reimbursement System** – Both budget requests and reimbursement requests are made using line items. Please be sure to use the same information in seeking a reimbursement from TTF as you did in making the budget request.

We look forward to working with you throughout the TTF Budget Process!